



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ACCOUNTS AUDITOR V - IT

Job Number: 20001685

Job Code: 91860V151116

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 12/16/2007

Job Revised: 08/16/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$23,072 - Hourly

\$3,749.20 - 37.5 Hr. Monthly Salary

\$3,999.14 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction of the Information Technology (IT) Audit Manager/Division Director, provides direct supervision of audits of IT system application and general controls of state and local governmental units. Serves as auditor-in-charge for complex IT system audits. Responsible for coordination and completion of IT audit engagements. Conducts agency entrance and exit conferences as necessary. Responsible for on-the-job training of assigned staff. Assists IT Audit Manager/Division Director with oversight responsibilities and reports on audit progress and other administrative duties; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree which includes twenty semester hours or thirty quarter hours in accounting OR a bachelor's degree in a computer science field.

EXPERIENCE:

Must have four years of professional auditing experience OR four years of professional experience in a computer science field (such as computer programming, systems analysis, data base analysis, information systems management) which must include at least two years of professional audit experience.

Substitute EDUCATION for EXPERIENCE:

Any of the following four options will substitute for one year of the required experience (either auditing or computer science experience). If any of these options are utilized, applicant must still have at least two years of professional audit experience to qualify as noted above. 1. A master's degree in accounting, business administration, or a computer science field; 2. Passing score on the Certified Information Systems Auditor exam; 3. Passing score on the Certified Public Accountant exam; 4. Passing Score on the Certified Fraud Examiner exam; 5. Bachelor's degree which MUST include twenty semester hours or thirty quarter hours in accounting AND eighteen semester hours or twenty-seven quarter hours in computer science.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under the direction of the IT Audit Manager, performs function of auditor-in-charge on complex IT audit engagements as assigned. Trains IT audit staff in data retrieval and manipulation techniques as assigned. Submits audit staff training recommendations to the IT Audit Manager. Serves as an IT audit contact for agency management. Serves in an advisory capacity to the IT Audit Manager and the Division Director. Maintains required communications for other audit divisions concerning IT audit involvement. Responsible for IT audit engagement planning and completion including review of audit working papers and findings. Revises planned audit procedures as necessary, assists IT audit staff with assigned audit procedures as needed. Prepares and submits status reports to the IT Audit Manager as requested. Ensures time and expense reporting of assigned staff and performs other administrative responsibilities as requested by the IT Audit Manager.

UNIQUE PHYSICAL REQUIREMENTS:

Normal physical activity is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Periodic overnight travel is required to perform on-site audit procedures and to attend training opportunities as assigned.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.